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Final Doc

ASSESSMENT WORKPLAN

City of Laramie, WY

West Side Revitalization Project

Workplan for CERCLA Section 104(k) Assessment Cooperative Agreement

October 1, 2017 – September 30, 2020

1. GOAL 3: Healthy Communities and Ecosystems

Objective 3.2 Communities – Sustain, Clean Up, and Restore Communities and the Ecological Systems that Support Them

Sub-objective 3.2.3 - Assess, Clean Up and Redevelop Brownfields

CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants

OBJECTIVE

This project seeks to propel the revival of Laramie's oldest neighborhood which sits at the geographic heart of the community. Environmental pollution is woven into the fabric and history of this otherwise vibrant neighborhood, which today, continues to be burdened with the community's largest concentration of suspected brownfield sites. Additionally, some of the West Side neighborhood lies within the 100-year floodplain of the Laramie River, which can swell to 50 times its base flow discharge during spring snow melt, and has flooded out many residences as recently as 2010. The city is working with FEMA on flooding concerns, primarily through seasonal mitigation, assuring storm water run-off does not negatively impact the quality of the Laramie River.

With these concerns in mind, the City of Laramie will incorporate site reuse option analyses and apply real estate strategies to prioritize opportunities and ensure the most feasible and beneficial sites/redevelopment areas are selected for environmental site assessment and site cleanup/reuse planning. Brownfield funding will be used to establish an effective brownfield program, engage the community and West Side stakeholders, and to create a comprehensive brownfield inventory prioritize revitalization opportunities, perform Phase I/II ESAs and conduct planning activities. With this organizational infrastructure, the City will develop a process to assess and remediate sites and facilitate public-private partnerships necessary to complete the revival of the West Side neighborhood. The project will include assessment activities at sites identified first through the inventory process, and then through Phase I ESAs and, finally, Phase II investigations.

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2. **FUNDING:** \$200,000 Hazardous Substances; \$100,000 Petroleum

3. **BUDGET:** A summary of the proposed tasks and estimated budgets for eligible grant-funded activities is listed here below. Additional information about anticipated work associated with each task is detailed within the Item 4, Workplan Tasks.

HAZARDOUS SUBSTANCE	Task 1: <i>Project Management, Reporting and Eligible Activities</i>	Task 2: <i>Public Outreach and Involvement</i>	Task 3: <i>Site Inventory and Prioritization</i>	Task 4: <i>Phase I ESAs</i>	Task 5: <i>Phase II Investigation, and Planning</i>	Total
Personnel (in-kind match)	\$2,000	\$1,300	\$2,500	\$2,500	\$1,500	\$9,800
Travel	\$3,000	\$0	\$0	\$0	\$0	\$3,000
Contractual	\$29,000	\$19,000	\$21,000	\$28,000	\$100,000	\$197,000
Total	\$34,000	\$20,300	\$23,500	\$30,500	\$101,500	\$209,800

PETROLEUM	Task 1: <i>Project Management, Reporting and Eligible Activities</i>	Task 2: <i>Public Outreach and Involvement</i>	Task 3: <i>Site Inventory and Prioritization</i>	Task 4: <i>Phase I ESAs</i>	Task 5: <i>Phase II Investigation, and Planning</i>	Total
Personnel (in-kind match)	\$1,000	\$700	\$1,500	\$1,500	\$1,000	\$5,700
Travel	\$1,500	\$0	\$0	\$0	\$0	\$1,500
Contractual	\$13,000	\$5,000	\$8,500	\$12,000	\$60,000	\$98,500
Total	\$15,500	\$5,700	\$10,000	\$13,500	\$61,000	\$105,700

4. **WORKPLAN TASKS** A summary of activities, anticipated outputs, anticipated accomplishment dates, and lastly, actual completion dates (to be completed) as project progresses, is included below and broken into the following task categories: *Task 1: Project Management, Reporting and Eligible Activities, Task 2: Public Outreach and Involvement, Task 3: Site Inventory and Prioritization, Task 4: Phase I ESAs, and Task 5: Phase II Investigation, and Planning.*

Task 1: Project Management, Reporting and Oversight

Activities	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Procure Qualified Environmental Professional (QEP):</p> <ul style="list-style-type: none"> • Prepare Request for Qualifications, evaluate applications, conduct interview and hire a qualified environmental consultant • Coordinate selection committee, including at least one representative from the West Laramie neighborhood. 	<p><u>Outputs</u></p> <ul style="list-style-type: none"> • Solicitation of RFQ in accordance with city and federal policy • Contract with QEP for grant implementation <p><u>Outcomes</u></p> <ul style="list-style-type: none"> • High quality work and services to meet project needs 	September 2017	
<p>Grant Compliances</p> <ul style="list-style-type: none"> • Maintain Grant Files • Designated administration team and formalize roles and responsibilities • Establish and maintain the following files and records: grant, compliance, project site, and financial 	<p><u>Outputs</u></p> <ul style="list-style-type: none"> • Accurate and complete files suitable for audits <p><u>Outcomes</u></p> <ul style="list-style-type: none"> • High quality project records reflective of the work performed. 	Currently progress & ongoing throughout grant term	
<p>Requests for Reimbursement or Advances</p> <ul style="list-style-type: none"> • Complete and all requests for reimbursements in accordance with municipal and grant policies and procedures 	<p><u>Outputs</u></p> <ul style="list-style-type: none"> • Forms submitted from payment <p><u>Outcomes</u></p>	Ongoing throughout grant term	

	<ul style="list-style-type: none"> • Accurate and timely accounting and utilization of grant funds 		
Reporting <ul style="list-style-type: none"> • Prepare quarterly progress reports • Prepare Disadvantaged Business Enterprise Reports • Prepare Federal Financial Report (FFR SF 424 form) • In-fill right column (“Actual Accomplishment Date(s)”) as needed • Prepare final report describing how each item in the work plan was addressed • Complete any required grant close out materials 	Outputs <ul style="list-style-type: none"> • QPRs • DBE/MBE/WBE reports • Updated ACRES database • Final financial and close out forms Outcomes <ul style="list-style-type: none"> • Regular communication regarding project state and next steps • Documentation of compliance 	QPRs- *Submit 30 days from each quarter DBE/MBE/WBE reports *Submit annually, by October 30 th ACRES property profile: *ongoing updates as activities occur FFRs: *submit at the end of the grant term *or as direct by grant contract	
Conferences and Training <ul style="list-style-type: none"> • Attend the EPA National Brownfields Conference in Pittsburgh, PA in December 2017. • Participate in other webinars, training sessions, or roundtables as needed or as opportunities arise 	Outputs <ul style="list-style-type: none"> • Attend Brownfield Conference and pursue other training opportunities Outcomes <ul style="list-style-type: none"> • Improve brownfields knowledge and expand networking opportunities 	December 2017 and ongoing throughout grant term	

Task 2: Public Outreach and Involvement

Activities	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<ul style="list-style-type: none"> • Consultant Selection Committee noted above transitions to serve as Advisory Committee • Additional Advisory Committee members added as needed • Ensure that commitments made by community based organizations in proposal are implemented. 	<p><u>Outputs</u></p> <ul style="list-style-type: none"> • Monthly meetings, meeting agendas, attendance lists and meeting notes <p><u>Outcomes</u></p> <ul style="list-style-type: none"> • An active and motivated workgroup driving Brownfields initiatives 	<ul style="list-style-type: none"> • Committee formed following the selection of consultant with kick-off meeting anticipated for October -Nov. 2017 Ongoing meetings • Bi- monthly project planning meetings with team 	
<p>Develop Marketing Materials:</p> <ul style="list-style-type: none"> • Create brochure targeting private & public property owners, lenders and developers • Create FAQ fact sheet • Created and Update project website • Create community relations plan (CRP) to provide CBOs and public 	<p><u>Outputs</u></p> <ul style="list-style-type: none"> • Create Color brochures; FAQ insert(s); and easy to navigate and attractive project website <p><u>Outcomes</u></p> <ul style="list-style-type: none"> • Up-to-date marketing tools to promote project work and disseminate information 	<p>Late Winter 2017/Early Spring 2018</p> <p>First Qtr. 2018</p> <p>Feb 2018</p> <p>Mar 2018</p>	

	<ul style="list-style-type: none"> • Create a CRP at project initiation • Hold developer recruitment forum to “sell” redevelopment sites 	April/May 2018	
<p>Implement Outreach Strategy</p> <ul style="list-style-type: none"> • Meet with local community organizations and/or attend local meetings • Publish program information in newspapers, city hall, social media platforms, etc. 	<p><u>Outputs</u></p> <ul style="list-style-type: none"> • Develop presentation materials ad attendance lists • Presentations at pertinent community meetings/events • Publish and post ads and announcements in high traffic areas <p><u>Outcomes</u></p> <ul style="list-style-type: none"> • Improve community knowledge of brownfield-related issues and identify potential brownfield sites • Encourage public participation and support of brownfield projects going forward. 	<ul style="list-style-type: none"> • Other promotional materials and activities as needed and ongoing • Media outreach September 2017 	
<p>Implement outreach strategy in target areas:</p> <ul style="list-style-type: none"> • Meet w/ local orgs. and/or attend local town meetings • Publish program info in local papers and post notices in town halls & community centers 	<p><u>Outputs</u></p> <ul style="list-style-type: none"> • Give BF presentations at three meetings • Several rounds of ads/postings in local target areas <p><u>Outcomes</u></p> <ul style="list-style-type: none"> • Improve community knowledge on BF issues and identify potential BF sites 	<p>Fall ‘17; Summer ‘18; Summer ‘20</p> <p>First Qtr. ‘18 and then Continuous</p>	

<p>Hold local public meeting on Phase II sites:</p> <ul style="list-style-type: none"> • Discuss Phase II results, and potential cleanup and redevelopment plans 	<p><u>Outputs</u></p> <ul style="list-style-type: none"> • Minimum one local public meeting, presentation materials, attendance list <p><u>Outcomes</u></p> <ul style="list-style-type: none"> • Encourage public participation and support of BF project(s) going forward 	<p>Within 90 days following completion of report</p>	
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Task 3: Site Inventory and Prioritization

Activities	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Inventory</p> <ul style="list-style-type: none"> • Complete an inventory of recognized and potential brownfields sites in target areas • Enter sites on GIS mapping tool • Incorporate portions of the inventory into existing GIS database(s) 	<p><u>Outputs</u></p> <ul style="list-style-type: none"> • List of potential sites in area • GIS map of potential brownfields sites <p><u>Outcomes</u></p> <ul style="list-style-type: none"> • Graphical capturing of brownfields sites for planning work 	December 2017	
<p>Prioritization and eligibility determination</p> <ul style="list-style-type: none"> • Convene an Advisory Committee meeting to rank and prioritize sites • Choose sites for Phase I investigation 	<p><u>Outputs</u></p> <ul style="list-style-type: none"> • Planning meetings with Advisory Committee to present inventory results • Identify 6-10 eligible sites <p><u>Outcomes</u></p> <ul style="list-style-type: none"> • Four to six brownfields sites are identified within target area based on highest redevelopment and 	<p>November '17 - ongoing thru Feb '18</p> <p>May 2018</p>	

	greatest community benefit		
<p>Area-Wide Planning:</p> <ul style="list-style-type: none"> • Identify brownfield-impacted areas (neighborhood, district, city block, etc.) • Develop strategies for the reuse of existing infrastructure in the area <p>Choose initial sites for Phase I investigation</p>	<p><u>Outputs</u></p> <ul style="list-style-type: none"> • Produce an area-wide plan for the brownfield impacted area • Create a set of area-wide strategies for assessment, cleanup and reuse measures <p><u>Outcomes</u></p> <ul style="list-style-type: none"> • Future uses of at least six properties in the area wide plan have been identified • Next steps to implement the plan have been identified 	<p>April 2018</p> <p>May 2018</p> <p>Summer 2018</p> <p>Sept 2018</p>	

Task 4: Phase I ESAs

Activities	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Phase I ESAs</p> <ul style="list-style-type: none"> • Conduct planning meeting with consultant to discuss approved sites and to evaluate potential sites for eligibility and access issues • For each selected site, provide site eligibility information to EPA (or state) for review • Obtain EPA (or state) approval for Phase I • Consultant obtains access agreement and performs Phase I investigation • Consultant submits draft Phase I report to project team members • Team reviews/comments on draft Phase I • Consultant submits final Phase I report to project team members 	<p>Outputs:</p> <ul style="list-style-type: none"> • Internal planning meetings and neighborhood outreach as needed • Execute Access Agreements, if needed, authorizing QEP to • 7-10 Phase I reports • Updated ACRES database • Four to six brownfields sites identified with the highest redevelopment and community benefit potential in target area(s) • Approval of Petro & Haz Mat. SEDs • Planning meetings and neighborhood outreach • 7-10 Phase I Reports and AAI • UPA updated ACRES database <p>Outcomes:</p> <ul style="list-style-type: none"> • Three to four high potential Brownfields sites assessed through Phase I ESAs 	<p>Bi-monthly through grant period</p> <p>Continuous as Phase I ESAs are completed 3rd qtr. of 2018</p> <p>TBD</p>	

	<ul style="list-style-type: none">• Total acres assessed through Phase I ESAs		
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Task 5: Phase II ESA, Investigation and Planning

Activities	Anticipated Outputs (projected activities, deliverables, reports) and Anticipated Outcomes (projected results, effects, improvements)	Anticipated Accomplishment Date(s) (Month/Year)	Actual Accomplishment Date(s)
<p>Phase II ESAs:</p> <ul style="list-style-type: none"> • Meet with internal/external brownfield committee to review Phase I results and project direction • Obtain EPA approval to proceed with Phase II • Meet with consultant to Plan Phase II • Encourage consultant to maximize efficiencies and minimize negative impacts of site assessments by incorporating green and sustainable remediation (GSR) techniques that are applicable to Phase II assessment activities • Consultant submits EPA approved generic QAPP w/ updated organization chart 	<p><u>Outputs</u></p> <ul style="list-style-type: none"> • Project planning meetings approved by the EPA and/or Phase I State for ESA • Approved generic QAPP • Four to six sites approved for Phase II investigation <p><u>Outcomes</u></p> <ul style="list-style-type: none"> • Two to four high priority sites identified for further investigation and potential redevelopment 	<p>Meetings bi-monthly Jan. 2018 - Final approved QAPP TBD</p> <p>2nd qtr. 2018</p>	
<p>Phase II investigation:</p> <ul style="list-style-type: none"> • Consultant submits draft site-specific QAPP addendum to project team for review and comments • EPA/state approval is obtained and consultant submits final site-specific QAPP addendum to team • Consultant performs field work per plan • Grantee monitors site work and communicates any concerns with EPA/state • Grantee tracks green and sustainable site assessment efforts used during Phase II investigations 	<p><u>Outputs</u></p> <ul style="list-style-type: none"> • One approved site-specific QAPP Addenda (delineating extent of site contamination on 1 Brownfield site) including Sampling and Analysis Plan (SAP) and QAPP Crosswalk Document • Phase II report(s) documenting the results • Updated ACRES database 	<p>Mar 2018</p> <p>TBD following Phase II ESAs</p>	

<ul style="list-style-type: none"> • Consultant submits draft Phase II report to project team for review and comments • Consultant submits final Phase II report to project team • Project team & Advisory Committee evaluate Phase II findings, and implement additional Phase II investigations as appropriate to delineate extent of contamination 	<ul style="list-style-type: none"> • Green and sustainable efforts reported in quarterly reporting <p><u>Outcomes</u></p> <ul style="list-style-type: none"> • Two to four high priority sites with complete Phase II assessments that are ready for cleanup and reuse planning • Total acres assessed through Phase II assessments • Greener and more sustainable site assessment techniques utilized 	<p>ACRES updates after project completion</p> <p>TBD</p> <p>TBD</p>	
<p>Cleanup & reuse planning</p> <ul style="list-style-type: none"> • Strategize with Advisory Committee on reuse plans for the site • Conduct marketing to leverage developer/lender interest in the property • Meet with consultant to develop draft cleanup alternatives and remediation plans for the site • Incorporate GSR principles/techniques into Analysis of Brownfields Cleanup Alternatives (ABCA) • Perform public outreach and involvement in cleanup and reuse planning 	<p><u>Outputs</u></p> <ul style="list-style-type: none"> • Two or more internal cleanup and reuse planning meeting(s) • Two draft cleanup alternatives plans • Two draft remedial action plans • We will include green and sustainability language in ABCA • Updated ACRES database • One public meeting on project results • Potential for developer / lender workshop and transaction forum <p><u>Outcomes</u></p> <ul style="list-style-type: none"> • 3-4 properties assessed through cleanup and reuse planning, and ready for cleanup and redevelopment 	<p>Beginning in late 2018 and into 2019;</p> <p>Mid to late 2018</p> <p>TBD – end of 2018</p> <p>Early 2018</p> <p>TBD</p>	

	<ul style="list-style-type: none"> • Acres ready for cleanup & redevelopment • Greener and more sustainable plans for cleanup 		
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5. QUALITY ASSURANCE

Following the selection of an environmental consultant and prior to Phase I & II EASs, the City of Laramie will, if necessary, schedule a pre-project conference with the City’s project team, our environmental consultant, and the EPA project manager. After the call a, a Quality Assurance Project Plan (QAPP) will be prepared by our consultant for review and consideration by the City. Upon approval, the QAPP will be forwarded to the EPA Region 8 offices for review and approval. The QAPP will describe the project, the sampling and analytical strategies, and the methods and procedures that will be used in all Phase II assessments. QAPP approval will be obtained prior to performing any field activities.

6. PRE-AWARD COSTS

The City of Laramie will not request approval of pre-award costs for this cooperative agreement.

7. COMPLIANCE WITH OTHER FEDERAL REQUIREMENTS

The City of Laramie will implement this project in accordance with all pertinent internal policies and procedures, and in doing so, will comply with all applicable federal requirements, including but not limited to other requirements including the following:

- Disadvantaged Business Enterprise (DBE) requirements found at 40 CFR Part 33
- OSHA Worker Health & Safety Standard 29 CFR 1910.120
- Uniform Relocation Act; Historic Preservation Act
- Endangered Species Act
- Permits required by Section 404 of the Clean Water Act
- Executive Order 11246, Equal Employment Opportunity, and implementing regulations at 41 CFR 60-4
- Contract Work Hours and Safety Standards Act, as amended (40 USC 327-333) and the Anti-Kickback Act (40 USC 276c) and Section 504 of the Rehabilitation Act of 1973 as implemented by Executive Orders 11914 and 11250